

To: Jackson, Ryan[jackson.ryan@epa.gov]
Cc: Dolph, Becky[Dolph.Becky@epa.gov]
From: Minoli, Kevin
Sent: Fri 7/21/2017 5:49:01 PM
Subject: AO FOIA Centralization Project: Final Materials for Launch
[AO FOIA Centralization Pilot Project. Initial Implementation Plan.docx](#)
[AO FOIA Centralization Pilot Project. Direction. 07.21.2017.docx](#)
[AO FOIA Centralization Pilot Project Description. 07.21.17. final.docx](#)
[AO FOIA Centralization Pilot Project. Cover Memo for Employee Communication cover memo.docx](#)
[AO FOIA Centralization Project. Qs and As. 07.21.2017.docx](#)

Ryan – Thanks to outstanding work by Becky, we now have everything you need to launch the AO FOIA Centralization Pilot Project. Attached are the following documents:

- Memo from you to Steve Fine, Samantha, Troy, Liz, Brian Hope and me launching the pilot
 - Attachments to your memo:

- 1 – AO FOIA Centralization Project Description
- 2 – Initial Implementation Plan
- 3 – Cover Memo for Employee Communication
- 4 – Questions and Answers for Employees

Your memo starts the pilot and directs each of us to send a memo (Attachment 3) on Monday the 24th to our relevant staff with the information they need to understand the launch of the pilot. The FEAT will engage starting Monday, and follow up with relevant staff-level briefings next week.

Carla has reached out to your office to try and get 30 minutes to discuss this and the other items on my list. Let us know if there is a time that works. Thanks, Kevin

Kevin S. Minoli

Acting General Counsel

Office of General Counsel

US Environmental Protection Agency

Main Office Line: 202-564-8040

From: Dolph, Becky

Sent: Friday, July 21, 2017 1:06 PM

To: Minoli, Kevin <Minoli.Kevin@epa.gov>; Veney, Carla <Veney.Carla@epa.gov>

Subject: AO FOIA Centralization Project

Docs for Ryan. Let me know if you need anything else.

Thanks,

Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office

U.S Environmental Protection Agency

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Ryan – In order to move forward with the AO FOIA Centralization Pilot Project, I have attached the following documents for your review:

- Memo from you to Steve, Samantha, Troy, Liz, Brian Hope and me
- Attachments to your memo:

1 – AO FOIA Centralization Project Description

2 – Initial Implementation Plan

3 – Cover Memo for Employee Communication

4 – Questions and Answers for Employees

I have asked Carla to contact Sharnett to see if you have 15 minutes available today for me to come down and meet with you regarding this project.